A Citizen's Guide to Burlington!

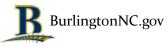
Everything you need to know about living in Burlington, NC



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Call the City of Burlington at 336-222-5000.

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Important Locations & Numbers

Fire Department:

215 S. Church St., Burlington, NC 27215

Emergency – 211

Non-Emergency – 226-

Emergency – 911 Non-Emergency – 336-229-3564

Police Department:

267 W. Front St., Burlington, NC 27215 Emergency – 911 Non-Emergency – 336-229-3500

Alamance/Burlington Schools Administration Offices:

1712 Vaughn Rd., Burlington, NC 27217 336-570-6060

Burlington Post Office:

405 Maple Ave., Burlington, NC 27215 336-227-4293

The Times-News:

707 S. Main St., Burlington, NC 27215 336-227-0131

Chamber of Commerce:

610 S. Lexington Ave., Burlington, NC 27215 336-228-1338

Clerk of Court:

1 Court Square, Graham NC 27253 336-570-5200

Register of Deeds:

118 W. Harden St., Graham NC 27253 336-570-6565

Burlington Downtown Corporation:

408 S. Spring St. Suite 201, Burlington, NC, 27215 36-222-5002

What does Burlington's government look like?

Burlington operates under a council-manager form of government. Our City Council, elected by the public, serves to address legislative functions of the City, such as establishing policy.

City Council is responsible for appointing the City Attorney and the City Manager, a position that oversees administrative operations.

Every two years, Burlington's mayor is elected at-large.

The mayor pro tem is elected by the City Council.

Elections are held for the City Council members in staggered terms of four years.

Alamance County

Alamance County encompasses ten municipalities: Burlington, Graham, Mebane, Elon, Gibsonville, Green Level, Haw River, Swepsonville, Village of Alamance, and the Town of Ossipee.

The Alamance County Board of Commissioners meets on the first and third Mondays of each month at 9:00am or 7:00pm at 124 W. Elm St., Graham NC.

To learn more about Alamance County as a whole, visit www.Alamance-NC.com or call 336-228-1312.

Municipal Building

425 S. Lexington Ave., Burlington, NC 27215 336-222-5000

Open Mondays through Fridays, 8:00AM - 5:00PM The Municipal Building is closed to observe the following holidays:

New Year's Day Independence Day

Martin Luther King Day Labor Day

Memorial Day Thanksgiving (two days)
Good Friday Christmas (two or three days)

Departments located in the Municipal Building are:

Administration - City Manager and support staff

Legal - City Attorney and support staff Public Information Inspections

Tax/Utility Billing Information Technology

Engineering

Planning/Community Development/GIS

Municipal Annex Building

244 W. Davis St., Burlington, NC 27215 Open Mondays through Fridays, 8:00AM - 5:00PM

The Municipal Annex Building observes the same holidays as the Municipal Building.

Departments located in the Municipal Annex Building are:

Accounts Payable

Finance

Human Resources (HR)

Health Services

Payroll

Purchasing



City Council Meetings

City Council meetings are regularly* held:

When: On the first & third Tuesdays of each month at 7:00 PM

<u>Where:</u> In the Council Chamber of the Municipal Building (Suite 202, 425 S. Lexington Ave., Burlington, NC)

If you would like to present an issue to the Council at an upcoming meeting, contact the City Clerk at 336-222-5020 at least one week prior to the meeting date.

Council meeting agendas and minutes are available on the City website through www.burlingtonnc.gov/councilpackets and www.burlingtonnc.gov/archive.

Live-streaming of the meetings can be viewed at www.burlington.gov/media. Meetings will be aired on Time Warner Cable channel 5 at 7pm on the Thursday after each council meeting. Additionally, archived meeting videos are available at www.burlington.gov/media and at www.youtube.com/cobnc.

Work Sessions

City Council Work Sessions are regularly* held:

When: On the Mondays before the first City Council meeting of each month at 7:00PM

Where: John R. Kernodle Senior Center 1535 S. Mebane St., Burlington, NC

*Schedules & locations may vary.

For more information, call 336-222-5023.

Becoming a Driver in NC

For more information, visit http://www.ncdot.org/dmv

Step 1: Apply for a Driver's License

All new residents of North Carolina who plan to operate a motor vehicle must obtain a driver's license within 60 days of establishing a permanent residence. To apply, you must appear in person at a driver's license office (such as the Graham location which can be reached at 336-570-6811 or 111 E. Crescent Square, Graham, NC 27253) and take the required exams.

Step 2: Vehicle Emissions and Safety Inspection

If you are new to the state, you may register your vehicle without an initial inspection. After this point, you must have the vehicle inspected up to 90 days prior to the plate expiration date.

Step 3: Title and Register a Vehicle

Upon moving to North Carolina from another state, you must register your motor vehicle at the expiration of the time granted by the reciprocity agreement between North Carolina and your prior state of residence (usually 30 days) or when gainful employment is accepted, whichever occurs first. You should obtain a North Carolina driver's license prior to registering a vehicle.* Vehicle registration can be completed at 2668 Ramada Rd., Burlington, NC 27215.

*Taken from NCdot.org

Moving within NC

- 1. Update Your Driver's License
- 2. Obtain an Emissions Inspection

A resident of North Carolina who has been residing outside the state for at least 30 continuous days may renew his/her license by mail. This is a temporary license which expires 60 days after the person returns to North Carolina or on the expiration date shown on the face of the license, whichever comes first.

Starting a Business in Burlington

If you are planning to locate your business in Burlington, NC, you need to check with the following:

<u>Tax Department:</u> 336-222-5120

To ascertain the license(s) your business requires. Licenses are to be renewed each year during June.

Planning Department: 336-222-5110

To obtain a copy of the Burlington zoning and read the sections applicable to your business. The Planning Department will assist you with the interpretations and review your plan with the Zoning Enforcement Officer to determine compliance.

Inspection Department: 336-222-5080

- •To determine what building permits are needed.
- •To obtain an occupancy permit.
- •To file an application for a sign permit.
- •To learn what permits and/or inspections are necessary to satisfy plumbing, wiring and fire safety codes.

Alamance County Health Department: 336-228-1312

To determine what health permits may be necessary for your particular business.

<u>Police Department's Crime Prevention Officer:</u> 336-229-3528 To complete a business-listing questionnaire and receive any other information you may need concerning traffic, parking, security, community watch programs, etc.

Chamber of Commerce: 336-228-1338

To introduce yourself and learn about the Chamber of Commerce and how the Chamber can help introduce you to the business community and your potential clients/patrons.

Property Information

Curious about your property? Want to know more about the land you drove by yesterday? Geographic Information Systems (GIS) can help you learn more!

What is GIS?

A GIS is a system that can be of great help to you! It is a source for information about a particular location, often including many layers of information.

In local government, GIS may be summarized as follows: GIS brings geographic data from surveys, plats, spreadsheets, GPS units and paper files together within a computer network that is available to employees, officials and citizens for the generation of visual maps and reports; for tracking permits, fees and licenses; and for modeling, projecting and analyzing geographic data trends.

Imagine driving by a property that appears to be abandoned. You're interested in learning more about this property.

What should you do?

Log onto Alamance County's GIS (http://www.alamance-nc.com/d/gis.html), and find out the property's last appraised value.

Tree on Your Mind?

Questions about trees in City right-of-way must be addressed to the Burlington Tree & Appearance Commission before they can be removed. Need more information? Call 336-222-5077.

Utilities

ENERGY:

<u>Duke Power:</u> 1-800-Power-On

Piedmont Natural Gas: 1-800-752-7504

PHONE/CABLE/INTERNET SERVICE:

Time Warner Cable

316 Huffman Mill Rd. Burlington, NC 27215-5198 336-584-1380

AT&T

Internet: 1-888-321-2375 Landline: 1-888-757-6500

Libraries

Alamance County Public Libraries

May Memorial Library:	336-229-3588
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342 S. Spring St., Burlington, NC 27215

Graham Public Library: 336-570-6730

211 S. Main St., Graham, NC 27253

Mebane Public Library: 919-563-6431

101 S. First St., Mebane, NC 27302

North Park Library: 336-226-7185

849 Sharpe Rd., Burlington, NC 27217

South Annex Library: 336-376-9705

6343 Snow Camp Rd., Graham, NC 27302

Recreation Programs

YOUTH

Thataways Youth Center: 336-222-5134

Burlington Youth Council (BYC)

The backbone of Thataways, the BYC is a community service organization that offers programs and activities. This active group of teens volunteer for various events and assists with local programs in the Alamance County area as well as offering various activities.

Bingo Night for Special Populations

Country Line and Couples' Dancing Classes

Family Movie Night Special Population Dances

Preteen Dances Thataways Afterschool Program

Rentals for Birthday Parties Teen to Teen Theatre

SUMMER CAMPS

Day Camps

Camp Brookwood Fairchild Overbrook I
Camp Elon Grove Park Overbrook II

Explorers Forest Hills

Explorers Camp for Teens

Specialty Camps

City camps cater to a variety of specialized interests, such as soccer, tennis, golf, fishing, art, horseback riding, nature, dance, and drama.

For more information regarding summer camps, please call 336-222-5072 or 336-229-3150.

TOURNAMENTS

For tennis tournament information please contact the tennis center at 336-229-3155.

For all other tournament-related questions, please contact the Burlington Recreation and Parks Department at 336-222-5030.

Recreation Programs (cont.)

SENIOR PROGRAMMING

<u>John Robert Kernodle Senior Activities Facility</u>: 336-222-5135 This unique facility offers an array of activity for all senior adults. From an extensive exercise facility to first class meeting rooms, everyone has the opportunity take part in Burlington's newest state-of-the-art senior facility.

Fitness Room

From treadmills to weight machines and electronic free-standing bikes, a great workout can be had by everyone!

Elmira Community Center: 336-222-5137 Forest Hills Senior Club: 336-222-5119

Mayco Bigelow Center Senior Club: 336-222-5138

For information about specific programs or fees, please call 336-222-5135.

ADULT ATHLETIC ACTIVITIES:

The City of Burlington is bustling with opportunities for adults to stay active. With softball, soccer, team golf, basketball, tennis, and aquatics, you're sure to stay fit! To register for a team or to find out more information, contact Recreation & Parks at 336-222-5030.

Both softball and soccer are offered for the spring/summer season as well as the fall season. Please review the rules regarding adult athletics before registering.

Inclement Weather

In case of inclement weather call the Leisure Line before 4:00PM at 336-222-5147, or sign up for Notify Me to receive an email when practices or games are canceled. After 4:00PM playing decisions will be made at the fields. Updates to the Leisure Line will be made as soon as possible.

Recreation Facilities

SHELTERS & BUILDINGS

Burlington City Park: 336-222-5030

The Dutch Barn Gazebo Civitan Shelter
Homebuilder's Shelter
Jaycee Building TJ Sports Shelter

Exchange Building Thataways Youth Center

The Betsy Brown Chandler Memorial Gazebo

Maynard Aquatic Center: 336-222-5043

Women's Division Shelter

Burlington Springwood Park: 336-222-5030

Burlington Women's Club Shelter

Women's Division - Alamance County Chamber of Commerce Shelter

<u>Joe C. Davidson Park:</u> 336-222-5030

Davidson Park Shelter

North Park: 336-222-5138

Sertoma Building

Lake Cammack: 336-421-3872

Civitan Building Civitan Shelter

<u>Lake Mackintosh:</u> 336-538-0896

Mackintosh Clubhouse Mackintosh Shelter

Guilford Mackintosh Park & Marina: 336-449-2078

Guilford Mackintosh Shelter

Recreation Facilities (cont.	Recreation	Facilities	(cont.))
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Aquatics Center: 1402 Overbrook Rd., Burlington, NC 27215	336-222-5043
Mayco Bigelow Community Center and North Park: 849 Sharpe Rd., Burlington, NC 27217	336-222-5138
Broad Street Gym: 215 N. Broad St., Burlington, NC 27217	336-222-5039
City Park/Jiggs Askew Memorial Bark Park: 1333 Overbrook Rd., Burlington, NC 27215	336-222-5030
Davidson Park: 3715 Rural Retreat Rd., Burlington, NC 27215	336-584-3316
Fairchild Community Center: 827 S. Graham Hopedale Rd., Burlington, NC 272	336-222-5119 217
Forest Hills Community Center: 227 Williamson St., Burlington, NC 27216	336-222-5129
Guilford-Mackintosh Marina: 1345 NC 61 S., Whitsett, NC 27377	336-449-2078
Historic Depot: 200 S. Main St., Burlington, NC, 27215	336-222-5030
Indian Valley Golf Course: 1005 Indian Valley Dr., Burlington, NC 27217	336-584-7871
Kernodle Senior Center: 1535 S. Mebane St., Burlington, NC 27215	336-222-5135
Lake Cammack Park and Marina: 4790 Union Ridge Rd., Burlington, NC 27217	336-421-3872

Recreation Facilities (cont.)

Lake Mackintosh and Marina:

336-538-0896

2704 Huffman Mill Rd., Burlington, NC 27215

Paramount Theater:

336-222-8497

128 E. Front St., Burlington, NC, 27215

Springwood Park:

336-449-3600

1450 Springwood Church Rd., Burlington, NC 27215

Tennis Center:

336-229-3155

1402 Overbrook Rd., Burlington, NC 27215

Thataways Youth Center:

336-222-5134

1334 Overbrook Rd., Burlington, NC 27215

The Arts

Located in the heart of Burlington, the Paramount Theatre and the Teen-to-Teen Theatre offer citizens the opportunity to immerse in the arts and to enjoy the local acting talent. To learn more about Teen-to-Teen Theatre, email teen2teen@ci.burlington.nc.us or call 336-570-6516.

Paramount Theatre:

128 E. Front St., Burlington, NC 27215

336-222-5017

For reservations, call 336-222-8197.

Alamance County Arts Council:

213 S. Main St., Graham, NC 27253 336-226-4495

An organization committed to "making art a tangible presence in the lives of its citizens," the Alamance County Arts Council is a great resource for all things related to the arts! Visit ArtsAlamance.com to learn more.

How Do I Register?

Register to Vote:

Board of Elections 115 S. Maple St., Graham NC 27253 336-570-6755

Register a Marriage License:

Register of Deeds 118 W. Harden St., Graham, NC 27253 336-570-6565

Register a Birth [Birth Certificates]:

Register of Deeds 118 W. Harden St., Graham, NC 27253 336-570-6565

Register a Bike:

267 W. Front St. Burlington, NC 27215 336-229-3521

As stated in the Code of Ordinances for the City of Burlington, Article II, Section 6-19, bicycle certificate and registration numbers required.

You may register your bike by taking it to the Burlington Police Department Mondays through Fridays between the hours of 8:00 AM and 5:00 PM and asking for a representative from the Records Division. There is no charge for this service.

CodeRED



Burlington's new emergency notification system: CodeRED is a third-party emergency notification system that has the ability to notify subscribers when an emergency situation takes place. Using GPS mapping, the system notifies residents only when the registered address is affected.

Choose your notifications! Select just "emergency notifications" sent from the City or also opt into the "Weather Warn" system which will send National Weather Service alerts regarding tornadoes, flash floods or severe thunderstorm. Notifications can be sent via email, phone, SMS text or all any combination of the three.

Registration is simple and may just save your life. Visit www.BurlingtonNC.gov/CodeRED or call 336-222-5024 to sign up today!

Connecting Burlington Communities

See a problem in the City? Report it to the CBC tip line.

<u>Tip Line</u>: 336-222-5024 CBCinfo@ci.burlington.nc.us

The "Connecting Burlington Communities," or CBC, program is a City-wide initiative that focuses on restoring neighborhoods and enhancing the quality of life in Burlington.



This project has been fueled by the ideas and efforts of individuals in all departments of City government, people who want to make a difference.

With a combined effort from the Police Department, Community Development, Minimum Housing, Zoning Department, Fire Department, Public Works, Recreation and Legal Department, the City hopes to reduce crime and enhance the quality of life in Burlington.

Commonly Reported Issues

- Broken windows;
- Abandoned and junk vehicles;
 - Illegally dumped items, litter and spilled garbage;
 - Graffiti;
 - •Suspected criminal activity;
- Damaged sidewalks and clogged street gutters;
 - •Tall grass and high brush

Reporting a Problem in Burlington

Street Lights:

Call 336-222-5079

Garbage Service Complaint:

Sanitation Department: Call 336-222-5111

Traffic Signal Problems:

Call 336-570-6156

<u> Water Leak:</u>

Water & Sewer Pipe Maintenance Division - Call 336-222-5140 After 4pm, nights, weekends - Call 336-229-3500

Pot Holes:

City Streets: Call 336-222-5066 NCDOT Streets: Call 336-570-6833

Overgrown Lot:

Connecting Burlington Communities at 336-222-5024

Stray Dogs:

Animal Services at 336-578-1386

In general, if you would like to report any problems or concerns in your community, please call the CBC Tip Line at 336-222-5024. Visit BurlingtonNC.gov/CBC to complete an online tip form or email CBCinfo@ci.burlington.nc.us

Junk Motor Vehicles

See a "junked" car? Report it to CBC at 336-222-5024!

Junked motor vehicles, abandoned vehicles, and hazardous motor vehicles are prohibited within City limits.

A "junked motor vehicle" is defined as:

A vehicle that does not display a current license plate and meets one of the following criteria:

- is either partially dismantled or wrecked
- cannot be self-propelled or moved in the manner in which it was originally intended to move
- is more than five years old and appears to be worth less than \$100.00

Abandoned motor vehicles are defined as:

- A vehicle that has been left upon a street or highway in violation of a law or ordinance
- Is left on City property for longer than 24 hours
- Is left on private property without consent for more than two hours
- Is left on any public street for more than seven days.

A hazardous motor vehicle is defined as:

A vehicle that is declared to be a health or safety hazard by City Code Enforcement staff or the Police Department.

For more information regarding the definition of a "junk car," call 336-513-5417.

Firearms in City Limits

The following is a brief summary of the ordinance and should not be taken as fact. To fully understand the ordinance, please obtain a copy through the City's website.

The City of Burlington holds that no person shall discharge or shoot a gun, air rifle, air pistol or other kind of firearm or similar implement within the City limits. This rule does not apply to:

- 1. Any person firing guns in City parks for ceremonial purposes.*
- 2. Any person firing guns in a cemetery for the purpose of conducting a military-style funeral or military commemorative exercise. *
- 3. Any person otherwise firing guns on private or other public property for the purpose of conducting a military or commemorative exercise.*

While the above rule remains in effect, it shall <u>not</u> be construed to:

- A. Prohibit a police officer from discharging a firearm in the performance of his duty.
- B. Prohibit any person from discharging a firearm in the performance of his duty.
- C. Prohibit any person from discharging a firearm in defense of life or property.

NC General Statute 14-269 makes it a criminal violation to carry a firearm concealed anywhere in the state without a concealed carry permit.

For more information about the ordinance listed above, please review the full ordinance (Chapter 23, Article I, Section 23.3) through the City of Burlington website or contact the City at 336-229-3500.

^{*} provided that the proper permission was obtained, IN WRITING, from the director of recreation and chief of police, noting that in no event shall permission be granted for the discharge of live ammunition.

Burlington Animal Services

Animal Shelter

215 Stone Quarry Rd., Haw River, NC 336-578-1386 Mondays through Fridays, 8:00AM - 5:00PM Saturdays 10:00AM - 12:00PM

Pet Adoption Center

221 Stone Quarry Rd., Haw River, NC 336-578-0343 Mondays through Fridays, 8:00AM - 5:00PM Saturdays 10:00AM - 4:00PM

You must be 21 years of age or older to adopt an animal.

Fees: \$60 for a cat, \$80 for a dog.
Includes spay/neuter surgery, one-year rabies vaccination, as well as other vaccinations and treatments.

Spay and Neuter Clinic of Alamance County

1919 S. Church St., Burlington, NC 27215 336-570-6767

The clinic currently operates under a limited schedule.

Fees are as follows:

Male cat - \$50 Female cat - \$70 Male dog - \$80 Female dog - \$90

A rabies vaccine will be required at a cost of \$10.00 if the animal is not current.

For more information or to schedule an appointment, call 336-570-6767.

Animal-Related Ordinances

LEASH LAW: "Running at large prohibited - Generally."

You may not allow the animal to stray or in any manner, run at large on a public street, sidewalk, park, or upon the property of another.

If off personal premises, your animal must be kept on a leash. Any violation of this "leash law" is subject to a \$50.00 fine.

Listed under Chapter 5, Article 2, Section 5-20, of the City of Burlington Code of Ordinances.

<u>TWO DOGS MAXIMUM:</u> "Limit on number per owner."

Residents may not keep more than two dogs over the age of 12 weeks.

The keeping of more than two dogs at any one location is unlawful and prohibited.

Listed under Chapter 5, Article II, Section 5-19, of the City of Burlington Code of Ordinances.

<u>FOWL PROHIBITED</u>: "Keeping of fowl is prohibited"

It is unlawful for any person to have and keep fowl within the city limits.

Any person violating the provisions of this ordinance shall be guilty of a Class 3 misdemeanor and shall be punished and shall be fined not more \$500.00. Each day any violation continues shall constitute a separate offense.

Listed under Chapter 5, Article I, Section 5-5, of the City of Burlington Code of Ordinances.

For more information about the ordinances listed above, please review the full ordinances through the City of Burlington website or contact the City at 336-578-1386.

Alamance - Burlington Schools	
To find out your school assignment, call 336-570-6541 Alamance-Burlington Middle College 1247 Jimmie Kerr Rd., Graham, NC 27253	336-506-4001
Alexander Wilson Elementary School 2518 NC 54, Graham, NC 27253	336-578-1366
Altamahaw-Ossipee Elementary School 2832 NC 87 N., Elon, NC 27244	336-538-6030
R. Homer Andrews Elementary School 2630 Buckingham Rd., Burlington, NC 27217	336-570-6170
Broadview Middle School 2229 Broadview Drive, Burlington, NC 27217	336-570-6195
Hugh M. Cummings High School 2200 N. Mebane St., Burlington, NC 27217	336-570-6100
Eastern Alamance High School 4040 Mebane Rogers Rd., Mebane, NC 27302	919-563-5991
Eastlawn Elementary School 502 N. Graham-Hopedale Rd., Burlington, NC 27	336-570-6180 7217
Elon Elementary School 510 E. Haggard Ave., Elon, NC 27244	336-538-6000
Audrey W. Garrett Elementary School 3224 Old Hillsborough Rd., Mebane, NC 27302	919-563-2088
Graham High School 903 Trollinger Rd., Graham, NC 27253	336-570-6440
Graham Middle School 311 E. Pine St., Graham, NC 27253	336-570-6460

Alamance - Burlington Schools (cont.)	
To find out your school assignment, call 336-570-654 Grove Park Elementary School 141 Trail One, Burlington, NC 27215	^{н.} 336-570-6115
Haw River Elementary 701 E. Main St., Haw River, NC 27258	336-578-0177
Hawfields Middle School 1951 NC 119 S., Mebane, NC 27302	919-563-5305
Highland Elementary 3720 Bonnar Bridge Parkway, Burlington, NC 272	336-538-8700 ²¹⁵
Hillcrest Elementary School 1714 W. Davis St., Burlington, NC 27215	336-570-6120
E. M. Holt Elementary School 4751 NC 62 S., Burlington, NC 27215	336-570-6420
B. Everett Jordan Elementary 5827 Church Rd., Graham, NC 27253	336-376-3673
Harvey R. Newlin Elementary School 316 Carden St., Burlington, NC 27215	336-570-6125
North Graham Elementary School 1025 Trollinger Rd., Graham, NC 27253	336-578-2272
Pleasant Grove Elementary School 2847 Pleasant Grove Union School Rd., Burlington, NC 27217	336-421-3701
Sellars-Gunn Education Center 612 Apple St., Burlington, NC 27217	336-570-6130

Alamance - Burlington Schools (cont.) To find out your school assignment, call 336-570-6541. Marvin B. Smith Elementary School 336-570-6140 2235 Delaney Drive, Burlington, NC 27215 Southern Alamance High School 336-570-6400 631 Southern High School Rd., Graham, NC 27253 Southern Middle School 336-570-6500 771 Southern High School Rd., Graham, NC 27253 South Graham Elementary School 336-570-6520 320 Ivey Rd., Graham, NC 27253 South Mebane Elementary School 919-563-6905 600 S. Third St., Mebane, NC 27302 Sylvan Elementary School 336-376-3350 7718 Sylvan Rd., Snow Camp, NC 27349 Turrentine Middle School 336-570-6150 1710 Edgewood Ave., Burlington, NC 27215 Western Alamance High School 336-538-6020 1731 NC 87 N., Elon, NC 27244 Western Alamance Middle School 336-538-6010 2100 Eldon Drive, Elon, NC 27244 Walter M. Williams High School 336-570-6161 1307 S. Church St., Burlington, NC 27215 Woodlawn Middle School 919-563-3222

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919-563-3722

3970 Mebane-Rogers Rd., Mebane, NC 27302

301 N. Charles St., Mebane, NC 27302

E. M. Yoder Elementary School

Boards & Commissions

To learn more about these positions, please visit BurlingtonNC.gov/boards Apply for Boards & Commissions by calling 336-222-5076 or by visiting the Public Information Office to obtain an application. To be considered for appointment on July 1, applications are due by April 1.

ADVISORY BODIES:

Tree and Appearance Commission:

Makes recommendations to City Council regarding community appearance.

Meets 3rd Wednesday of each month at 4:00PM, Public Works Conference Room (235 E. Summit Ave., Burlington, NC).

Planning and Zoning Commission:

Advises City Council on planning, zoning and subdivision matters.

Meets 4th Monday of each month at 7:00PM, City Council Chamber (Municipal Building).

Recreation and Parks Commission:

Advises City Council on matters involving recreational facilities operated by the City.

Meets 2nd Thursday of each month at 5:30PM, Kernodle Center (1535 S. Mebane St., Burlington, NC).

Traffic Commission:

Considers matters relative to the safe and efficient flow of traffic in the City.

Meets 1st Wednesday of each month at 7:00PM, City Council Chamber (Municipal Building).

QUASI-JUDICIAL BODIES

Board of Adjustment:

Considers appeals to zoning variations.

Meets 2nd Tuesday of each month at 8:30AM, City Council Chamber (Municipal Building).

Boards & Commissions (cont.)

QUASI-JUDICIAL BODIES (cont.)

Burlington Historic Preservation Commission:

Advises City Council regarding the historic preservation in the community and directs the local historic site and district program. *Meets 2nd Tuesday of each month at 7:00PM, City Council Chamber (Municipal Building).*

Burlington Minimum Housing Commission:

Hears matters concerning housing conditions and condemnation requests in the City.

Meets 4th Tuesday of each month, 10:00AM, City Council Chamber (Municipal Building).

OTHERS:

Burlington - Alamance Airport Authority:

Advises City Council regarding the operation and development of the Regional Airport.

Meets 3rd Wednesday of each month at 12:00 Noon, Burlington-Alamance Regional Airport (3441 N. Aviation Drive, Burlington, NC).

Burlington - Graham Board of Alcoholic Beverage Control:

Oversees the operation of ABC stores and disburses profits from the sale of alcoholic beverages.

Meets the last Thursday of the following months: Jan., Apr., June, July, Oct. at 4:30PM, General Office (603 W. Harden St., Graham, NC).

Burlington Housing Authority:

Directs all federal housing projects within the City. Meets 1st Thursday of each month at 12:00 Noon, Housing Authority Office (133 N. Ireland St., Burlington, NC).

Engineering Department

425 S. Lexington Ave., Burlington, NC, 27215

P: 336-222-5050, F: 336-513-5467

The Engineering Department provides many services to the public and other departments within the City government. Staff is comprised of engineers, surveyors, construction inspectors, technicians and office personnel. Collectively this group is generally responsible for the following municipal services:

Engineering Design

Plan Review and Approval Construction Inspection
Project Administration Sedimentation Control

Pavement Management Record Keeping

Finance & Risk Management Department

244 W. Davis St., Burlington, NC 27215

P: 336-222-5060, F: 336-229-3120

The divisions included under the Finance & Risk Management Department of the City of Burlington are:

Accounting Payroll

Risk Management Accounts Payable

Purchasing

Fire Department

Headquarters:

215 S. Church St., Burlington, NC 27215

P:336-229-3564, F: 336-229-3547

Fire Prevention for Code Enforcement: 336-229-3577

In an emergency, call 911.

For non-emergency situations, call 336-229-3564 or 336-229-3558

Fire & Crime Prevention

Fire Alarm and Burglar Alarm Systems

The City of Burlington has an Alarm Control Ordinance that requires fire alarms and burglar alarms to be registered. The ordinance is intended to provide current contact information but addresses false alarms. There is no fee associated with the registration, however, failure to register and provide current contact information may result in fees. Please contact the Burlington Fire Department or Police Department for more information. Residents may also visit BurlingtonNC.gov/fire.

Burlington Fire Department Fire Prevention 215 S. Church St. Burlington, NC 27215

336-229-3559

Burlington Police Department Crime Prevention 267 W. Front St. Burlington, NC 27215 336-229-3528

Human Resources

244 W. Davis St., PO Box 1358, Burlington, NC 27216-1358 P: 336-222-5105 F: 336-222-5109

The Human Resources Department (HR) is responsible for ensuring City compliance with all applicable federal and state employment laws and City policies, employee recruitment and retention, and benefits administration. HR is also responsible for fostering City compliance with all workplace safety regulations (OSHA) and promoting employee wellness through the occupational health clinic.

Applications and further information can be obtained through Human Resources.

Planning & Community Development

425 S. Lexington Ave., Burlington, NC 27215 P: 336-222-5110, F: 336-513-5410

In addition to traditional comprehensive planning, zoning and code enforcement activities, the department also manages a successful housing rehabilitation program through community development funds; is responsible for managing the geographic information system (GIS); and serves as the lead transportation agency for the Burlington-Graham Metropolitan Planning Organization.

Public Works

234 E. Summit Ave., Burlington, NC 27215 P: 336-222-5005, F: 336-222-5004

The Public Works Department provides a number of public and internal services and is comprised of the following divisions:

- Building Inspection: 336-222-5080
- Building Maintenance: 336-222-5067
- Cemetery & Grounds: 336-222-5077
- Equipment Services: 336-222-5069
- Sanitation: 336-222-5111
- Street: 336-222-5066
- Sustainability: 336-229-3172
- Traffic Signal: 336-570-6156
- Traffic Signs & Markings: 336-222-5068

Purchasing Division of Finance

244 W. Davis St., Burlington, NC 27215 P: 336-222-5010, F: 336-222-5019

The City of Burlington has a centralized purchasing system. Bidders who wish to be added to the City of Burlington's bidders' list for the purchase of materials, supplies, apparatus or equipment should contact the Purchasing Division. Bidding/purchasing by the City of Burlington is in conformance with North Carolina General Statutes 143-129.

Water & Sewer Billing and Tax Department

425 S. Lexington Ave., Burlington, NC 27215 P: 336-222-5100, F: 336-570-6136

The Customer Service Division collects all revenues from taxes, water and sewer utility billing and solid waste fees, street assessments, and vacant lot and demolition fees, parking fees and parking ticket payments and prepares all required notices.

Additionally, the Customer Service Division issues all business, itinerant merchant, solicitation and taxicab operator licenses.

Establish New Water Service:

Contact the Water/Billing Department at 336-222-5100

Water Matters

Questions about water quality? Call 336-222-5133

Water turn-on/turn off

Property owners can establish service by calling 336-222-5100 or in person at the City of Burlington Municipal Building between the hours of 8:00AM and 5:00PM, Mondays through Fridays.

Persons renting or leasing the property for which service is requested must pay a deposit in order to initiate service. Deposits are to be paid in the Utility Billing Office at the City of Burlington Municipal Building.

Water/Sewer Taps/Connections

For information concerning costs of water taps 1 1/2 inches or less in size or sewer taps four inches in size, contact Water & Sewer Billing at 336-222-5100. For information on Water Taps larger than 1 1/2 inches or sewer taps larger than 4 inches, contact Water & Sewer Pipe Maintenance at 336-222-5140.

Assessments

Questions concerning water, sewer, demolition or vacant lot assessments should be directed to the City of Burlington Tax Department at 336-222-5120.

Sanitary Sewer Maintenance/Backups

The City of Burlington maintains the sanitary sewer main line, while the property owner maintains the lateral line.

If a sewer backup occurs, property owners should call the City of Burlington's Water and Sewer Pipe Maintenance Division at 336-222-5140 before calling a plumber.

The City will check the main line to ensure it is flowing freely. If it is, the property owner will be notified that the blockage is in the lateral line, and thus repairing the line is the property owner's responsibility.

How & Where to Pay Your Water Bill

Municipal Building at 425 S. Lexington Ave.

<u>In-Person:</u> Available Mondays through Fridays 8:00AM - 5:00PM (excluding holidays). Customer Service is located on the second floor in Suite 207.

<u>Drop Box</u>: Available 24/7 next to the Municipal Building's back entrance - parking lot off Maple Ave. AND at 244 W. Davis St. (Municipal Annex Building)

<u>Drive-Thru Service</u>: Available Mondays through Fridays, 8:00AM - 5:00 PM (excluding holidays) at 244 W. Davis St. Building (former First Union bank building)

Online bill payment: www.burlingtonnc.gov/billpay

By Mail:

Payments may be mailed to PO Box 1358, Burlington, NC 27216-1358.

By Recurring Bank Draft:

Call 336-222-5100 and ask about the Burlington Utility Bank Draft Plan

Should you have any questions concerning your bill, call 336-222-5100.

CITY WORKS: Grab your issue today!

Once every two months, along with your water bill, you will receive a copy of City Works, a publication that provides updates regarding important City information. Copies are available online at http://www.BurlingtonNC.gov/cityworks or by calling the Office of Public Information at 336-222-5076 to request a copy.

Payment to the City

Parking Tickets

Payments for parking tickets may be made at the City of Burlington Collection Office in the Municipal Building Mondays through Fridays, 8:00AM - 5:00PM or by mail to: City of Burlington, P.O. Box 1358, Burlington, NC 27216-1358.

Questions concerning parking tickets should be directed to the City of Burlington Police Department at 336-229-3500.

Other Civil Penalties

Payments for civil penalties may be made at the City of Burlington Tax Department (located in the Municipal Building) Mondays through Fridays, 8:00AM - 5:00PM, or by mail to: City of Burlington, P.O. Box 1358, Burlington, NC 27216-1358.

Questions concerning civil penalties should be directed to the department issuing the citation.

City Taxes

Real estate tax bills are mailed each year during the month of August by the City of Burlington. A two percent discount is available if the bill is paid by August 31st.

Tax Bills are delinquent if not paid by January 5th. Interest charges begin after this date.

Payments for City of Burlington real estate taxes can be made at the Municipal Building, the Municipal Annex Building or by mailing the payment to the City of Burlington Tax Department at P.O. Box 1358, Burlington, NC 27216-1358.

Questions concerning your bill should be directed to the City of Burlington Tax Department at 336-222-5120.

Specific Disposal of Waste

Fats, Oils, & Grease

Stay smart, and properly dispose of your fats, oils and grease!

Some quick tips:

- Use an empty heat-safe container (such as an old soup can) to hold grease meant for disposal. Then place in the refrigerator or freezer until grease solidifies. Place sealed container in garbage.
- Reduce the amount of food scraps you put in the garbage disposal by scraping plates into the trash.
- •DO NOT pour grease and oil or any food scraps down the drains.

Why are these tips so important?

After grease travels down the drain, it is washed into the plumbing system, sticking to the sides of the pipes and causing build-up.

How does this affect me?

Eventually, the entire pipe can become blocked, which could cause raw sewage overflow into your home, yard, or neighborhood; expensive clean-up, or even contact with disease-causing organisms.

For more information, please contact the City of Burlington's Water Resources Department at 336-222-5133.

Open Burning

A permit is required for open fire.

No person shall kindle or maintain any fire, burn or cause to be burned any trash, refuse, shavings, paper, leaves, litter or other materials of any kind on or in any street, avenue, road, land or public grounds or upon any private lot within the limits of the City UNLESS a written permit has been secured from the Chief of the Fire Department.

Garbage Collection

The City of Burlington's Sanitation Division provides once a week curbside automated garbage collection. The City issues each residential customer one black 90 gallon roll out container that must be placed at the curb by 7:00 AM on your scheduled collection day.

All bagged waste must be in clear bags, and containers must have a five-foot clearance on each side and 15 feet above. The City requires the removal of the container from the curb by 7:00 PM the day of collection.

Certain items are not collected by the City and should not be placed on the curb. Some of the items not collected are: electronics, building, remodeling and contractors waste including wood, automobile parts, tires, batteries, dirt, rock, masonry, sealed containers, liquids, chemicals, hazardous wastes, paints, logs, stumps, fluorescent lights, recyclables and bulk waste from businesses and institutions.

For questions related to garbage collection, please call 336-222-5111.

Yard Waste Collection

The Sanitation Division provides yard waste collection on the same day as garbage collection.

The Sanitation Division provides bulk waste (tree limbs and junk) collection on Monday, Tuesday, Thursday and Friday on a convenience schedule. Tree limbs may not exceed eight feet in length and 6 inches in diameter. Bulk junk must be properly separated. There will be a charge for three cubic yards or over of bulk waste.

<u>NOTE</u>: it is illegal to burn limbs, leaves, trees and brush within the City limits.

For questions related to yard waste collection, please call 336-222-5005.

Leaf Collection

Loose leaves are collected every year from October through February.

General guidelines:

- Loose leaves should be piled behind the curb or on the shoulder of streets without curb and gutter by 7:00am on the Monday of the scheduled week of collection.
- Please do not mix limbs with leaves.
- Leaves will be collected "by request" during the month of February only by calling 336-222-5005.

E-Waste/Recycling Collection

The Discarded Computer Equipment and Television Management Law, otherwise known as the E-Waste Ban took effect July 1, 2011. This ban regulates the disposal of electronic equipment and prohibits the disposal of electronics and computers in landfills.

These items can no longer be placed in your regular trash or collected by the City's recycling provider. They must be taken to a proper electronic recycling site:

Home Electronics Fax or Copy Machines Computers
Personal Electronics Network Hubs TVs
Other Electronics DVD and CD Players VCRs
Laptops/Docking Stations CD-ROM Drives PDAs/MP3

Laptops/Docking Stations CD-ROM Drives PDAs/MP3 players
Electronic Games Controllers Radios or Stereos

Phones/Systems Switch Boxes Routers

Portable Calculators Printed Circuit Boards Servers/Modems
Rechargeable Batteries Power & Network Cables Hard Drives

Automated Typewriters Uninterruptible power supplies

E-Waste Recycling locations in Alamance County include:

Alamance County Landfill (2701 Austin Quarter Rd., Graham, NC) -charges \$38.00 per ton.

Additional e-waste recycling resources can be found at www.BurlingtonNC.gov/ewaste

How & What to Recycle

RECYCLING RULES

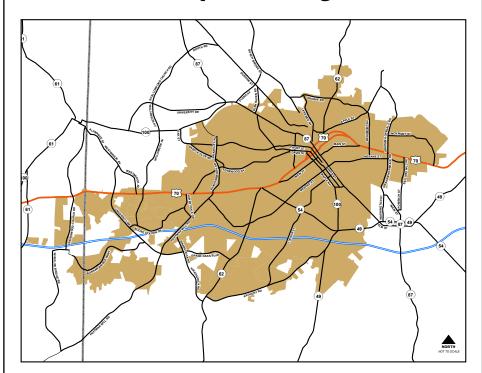
Set recyclables at the curb by 7:00AM on your collection day. Place container at least five feet from garbage containers. Put all recyclables in your recycle container. All cardboard must be completely flattened and no larger than three feet by three feet.

MATERIAL	WHAT	HOW	UNACCEPTABLE
plastics	all #1 - #7 plastics (bottles, jugs, cups, toys, containers)	• Rinse, and flatten.	NO: plastic bags, no automotive fluid containers
aluminium and metal cans	includes tin cans and any aluminium	• Rinse, put lids inside cans.	NO: aluminium foil, aerosol cans, paint cans, cleanser cans, cast aluminium cookware
cardboard	any corrugated boxes	• Boxes must be flattened and card- board must be cut into 3' x 3' pieces.	NO: waxed cardboard (any container that goes in the refrigerator), pizza boxes
mixed paper	includes newspaper, office paper, cereal/food boxes, phone books, magazines, and more.	• Remove plastic wrapping.	NO: plastic wrappers/ bags
glass bottles & jars	any color	 Remove lids and rinse. Labels do not need to be removed. 	NO: cookware, dishes, light bulbs, ceramics

Questions? Contact Waste Industries at 336-229-0525.

Please visit www.BurlingtonNC.gov/Recycle for more information.

The City of Burlington



Questions?

Feel free to contact the City of Burlington at 336-222-5000 with any questions.

For more information about the City of Burlington, please visit:



BurlingtonNC.gov



Facebook.com/BurlingtonNC



Twitter.com/BurlingtonNC

Quick Facts

Population: Approximately 50,000 residents

Location: Alamance County

Government: Council-Manager format

<u>Size:</u> 25.4 mi²

Daily Newspaper: The Times-News

(www.TheTimesNews.com)

School System: Alamance-Burlington

Elementary Schools: 20

Middle Schools: 7 High Schools: 8

Baseball Team: Burlington Royals

